



## 2002IP TELEPHONE SETS QUICK REFERENCE GUIDE by

# CENTURYTEL

### STEAMBOAT SPRINGS SCHOOL DISTRICT

#### PLACING A CALL

- Internal** - Hear dial tone  
Dial 4-digit extension number
- External** - Hear dial tone  
Dial 9 and number  
Long Distance - 9 and 1, area code and number
- On hook dialing** - Press a free extension  
Hear dial tone  
Dial the number  
Pick up handset when line starts to ring  
Press **Goodbye** button to hang up

#### HOLD

- Press **HOLD** button to put active call on hold
- Press line key besides flashing indicator to retrieve call

#### TRANSFER softkey

- While on the first call (placed or received)  
Press **Transfer** softkey  
Hear dial tone  
Dial extension number, announce call or wait for first ring  
Press **Transfer** softkey  
Press **Goodbye** or hang up

#### CONFERENCE softkey

- To Cancel:  
Press your extension button to be reconnected to first call
- While on the first call (placed or received)  
Press **Conference** softkey to place party on hold  
Hear dial tone  
Dial next party, when party answers  
Press **Conference** softkey a second time to conference all parties together.
- Press **Goodbye** button or hang up when done with call

#### CALL PICKUP

- To pick up a ringing call from another phone in your group
- Hear dial tone  
Press **More..** softkey, press **Call Pickup** softkey  
You are connected to caller

#### MESSAGE INBOX

- To access your voice mailbox, press **Message (Inbox)**
- Press **Message(Inbox )** button to access your voice mailbox  
Dial mailbox number, press **OK** softkey  
Dial Password, then **OK** softkey again.

#### RING AGAIN

- Use Ring Again if you reach a busy tone, or no answer  
Your phone rings when the person becomes available.  
Pressing Ring Again, redials the number.
- Dial the number, hear busy or no answer  
Press **Ring Again** softkey to invoke notification  
When your phone rings, press **Ring Again** softkey to call

#### CALL PARK

- Use Call Park to temporarily hold a call and retrieve it from another telephone.  
While on a call, press **Park** softkey twice  
By default the call is parked on your extension number
- To retrieve a parked call from any other phone:  
Lift handset, press **Park** softkey and dial your extension number.

#### CALL FORWARD ALL CALLS (DO NOT DISTURB)

Forward redirects your calls to another extension

With handset on-hook  
Press **Forward** softkey  
Dial extension number (3500 is voice mail)  
Press **Forward** softkey again

To Cancel:  
With handset on hook  
Press **Forward** softkey

To reactivate call forward to the same number:  
Press the **Forward** softkey twice

Use **Forward** softkey to prevent all incoming calls.  
**Forward calls to 3500** so callers may leave a message.

#### LAST NUMBER

Hear dial tone  
Press main extension button once  
Last number called is redialed

#### DIRECTORY KEY

Press Directory Key to access directory services menu. Use Navigation arrow keys to scroll through and select service

**Corporate Directory:** To access the corporate list

**Personal Directory:** Store 100 personal entries

Use **Copy** button to copy entries to your Personal Directory from other lists such as Caller List, Redial List or Corporate Directory.

**Callers List:** Stores 100 callers

**Redial List:** Stores 20 previously dialed numbers

#### SERVICES KEY

Press **Services** Key and use the Navigation arrow keys to scroll and highlight **Telephone Options**. Press **Select** softkey. Use Navigation arrow keys to scroll through, highlight and **Select** one of the following menus items. Press **Cancel** to exit from any menu or menu item.

**Telephone Options:**

- Volume Control: Ringer, Handset, Handsfree, Headset
- Contrast Adjustment
- Language
- Date/Time Format
- Call Timer
- Display Diagnostics
- Ring Type
- Chg Feature Key Label (customize screen labels)
- Set Info: General Info, Set IP info, Ethernet info, Server info

SPREE Code: 88



Use the **Navigation** keys to scroll through menus and lists appearing on the LCD display screen.



Use the **Volume control** bar to adjust the volume of the ringer, handset, speaker, and Handsfree.



Press the **Speaker** key to activate handsfree. The speaker LED indicator lights to indicate when handsfree is active.



Watch and use the **Softkeys** at the bottom of your display. They will help you with your options.